

Evidence Presentation System

Instruction Manual

Courtroom 8 - B

United States District Court
Eastern District of Missouri

Table of Contents

Overview	1
Media Cart	1
Monitors 37"	2
Witness Monitor	2
Judge Monitor	2
Touch Screen Panel	2
Powering the system On/Off	2
Laptop - Attorney Supplied	3
Touch Screen Controller	3
Title Page	3
Left Side of Screen	3
Black Out	4
Input Selects Screen	4
Output Selects Screen	4
VCR Controls	4
Printing	4
VCR	5
Normal playback	5
Double-speed playback	5
Slow Motion Playback	5
Still Playback	5
Document Camera (Elmo)	5
Lighting	5
Input Selection	5
Microphone	5
Iris	6
Focus - Auto vs. Manual	6
Zoom	6
Negative/Positive	6
Annotation Pen	6
Chalkboard	6
Video	6
Pointer ON/OFF	7
Clear	7
Undo	7
Brightness	7
Line Thickness	7
Line Color	7
Printer	7
Ink Ribbon Cartridge and Paper	8
Print Alignment for a Laptop	8

Evidence Presentation System

Overview

Evidence presentation equipment is currently available in the United States District Court, Eastern District of Missouri, in courtroom 8-B, Judge David D. Noce. The equipment has the ability to display evidence (ie. documents, transparencies, x-rays, 3-D physical objects, VCR tapes, computer files from a laptop supplied by the attorney) on monitors located in the courtroom for the judge, witness, jury and attorneys. Also available is an annotation pen which can be used to write, draw, point or highlight on the monitors displaying evidence presented or on a “chalkboard” screen. The system is generally controlled by the courtroom deputy through a touch screen monitor. Using the touch screen panel the deputy must enable evidence to be presented by either the VCR, document camera (Elmo) or from a laptop computer. The deputy also has the ability to determine which monitors will receive the display and may also “black out” all video and audio from the system instantly at the request of the judge.

The system consists of the following identifiable pieces:

Media Cart-This cart located at the podium contains most of the switching equipment that drives the system. The following users components are:

Document Camera (Elmo) - Also referred to as the Elmo, which is the brand name, the document camera is capable of displaying opaque documents such as pictures or documents, transparencies, x-rays and three dimensional objects. Items can be displayed in full, enlarged or backlit.

Annotation Pen - Used to write, draw, point or highlight. May be used over the image displayed or alone as a chalkboard.

LCD Monitor - This monitor is primarily used by the presenter to view the display. The image must be viewed on this monitor in order to be available to print the video displayed.

VCR - Located on the rack, the VCR will display any VHS or SVHS tape. The VCR also has the ability to advance frame by frame. The VCR may be operated using the buttons on the front of the equipment or by the courtroom deputy.

Color Printer - Any image displayed on the monitors may be printed for documentation. The print is basically a color photograph of the display. The image must be displayed on the podium monitor in order to be sent to the printer. The image

may be printed by the courtroom deputy through the touch screen panel or directly at the printer by the attorney.

Monitors 37" - Two large screen monitors are located on either side of the courtroom. The one next to the jury is referred to as the NORTH monitor and the one by chambers is the SOUTH monitor.

Witness Monitor - An LCD monitor is located on the witness stand.

Judge Monitor - An LCD monitor is located on the bench for the judge.

Touch Screen Panel - A small monitor located at the courtroom deputy station used to control the system. Using this panel the deputy determines the source of input (Elmo, VCR, or computer) and which monitors will be able to view the image. The deputy also has the ability to control the volume of the input if audio is part of the source (VCR tape or computer). The touch screen panel may also operate the VCR basic functions, cause an image to be printed and may BLACK OUT the system (audio and video) instantly, if necessary.

Powering the system On/Off

The North, South, Witness and Judge monitors must each be individually plugged in (if not already plugged in) and turned on/off at the beginning and end of the day. The North and South monitors should also have one video connection.

The media cart has one power cord connection which should be plugged in on the face of the bench. There are also several other cable connections to the front of the bench, each one specifically labeled. The media cart does not need to be unplugged and should not be unplugged daily while it is in use. When it is not being used for trial it may be unplugged and/or disconnected. If the power connections or any other connection is knocked out during use, simply reconnect. There should not be a problem. There is a power strip along the back of the cart at the bottom that may be turned off daily if so desired. The monitor on the cart and the Elmo have a power on/off button that could get flipped, however there is no reason to turn them on/off at these points.

In summary, once the system is positioned for trial the North, South, Witness and Judge monitors should be powered on/off at each piece of equipment. The media cart should simply be powered by flipping the switch on the power strip in the back. The sound system must also be powered on in order for audio to be used.

Laptop - Attorney Supplied

There are only two requirements for attorney's bringing in a laptop computer to be connected to the system.

- 1) The display on there laptop must be set to 800 x 600.
- 2) They must know how to connect and set their laptop to connect to an external monitor.

Any files, CD's, etc. stored on the laptop may be used and presented through the system. There are no software limitations. Basically, anything that is shown on the laptop screen will be displayed on the system monitors.

A power strip is located on the outside of the cart, at the end near the podium, at the bottom is available for the plugging in a laptop computer. A monitor cable and audio cable are also available and labeled for the connection to a laptop.

Touch Screen Controller

The system is controlled by a touch screen system made by Crestron. The courtroom deputy has the touch screen panel and is able to control the source of the system input, the output to each monitor, the volume of the audio from each of these sources, the basic functions of the VCR when selected, the ability to print, and the ability to "black out" the system of all video and audio if needed.

Title Page - Displays United States District Court, Eastern District of Missouri with the eagle seal. Select PRESS HERE to move to next screen.

Once you have moved past the title page there are several basic screen and/or functions that will remain constant. The left side of the screen and the black out button will remain the same throughout. The middle section will toggle between Input Selects, Output Selects, and VCR Control. The two that are not selected will appear as options on the right side. The print select is also displayed on the right side when available, See Output Selects.

Left Side of Screen

Title Page - moves back to the title page.

Touch Screen - Moves to a screen to adjust the contrast and brightness of the touch panel monitor.

Volume - Raises or lowers volume of audio from input source which is then routed through the public address system. The % at the bottom is the % of current volume compared to the total volume available. Mute will mute only the audio from the system. The volume control does not control or affect the volume of the public address system. If the volume is muted the public address system will remain functioning.

Black Out - When the black out button is selected all video and audio will be shut down. If the VCR was being used, it will be turned off. When the output control is viewed it will display all monitors is an "off" mode. Monitors should simply be re-selected to restart.

Input Selects Screen - The INPUT SELECTS will be displayed in the middle of the screen when first moving from the title page. If INPUT has not been selected, INPUTS will be a button on the right side. The other two options that may be selected are OUTPUTS and VCR CONTROL. One will always be selected and displayed in the middle with the other two on the right side as a button. The INPUT SELECTS controls the source of input into the system which must be either VCR, ELMO, or COMPUTER. As with all buttons that may be selected on or off, the button title will be either RED if selected or BLUE if not selected. The courtroom deputy must choose the source of input in order for the attorney to display the evidence.

Output Selects Screen - Outputs selects is used to select the monitors on which the image will be displayed. None, one, all or any combination of monitors may be selected for use. Note that the SEND TO PRINTER represents the monitor on the media cart. The image must be displayed on the podium monitor, SEND TO PRINTER, for the image to be available to print. The courtroom deputy then selects PRINT to print the image.

VCR Controls - The judge has the ability to control the basic operations of the VCR using the touch screen. The judge can stop, pause, fast forward, reverse and play from the bench. The VCR is also capable of advancing frame by frame advance, however this should be done from the unit. See also VCR below.

Printing - In order to print the video image displayed, the podium monitor, SEND TO PRINTER, must be displaying the image. Once the image is on the screen, the PRINT button is available. Simply select PRINT. If printing is desired during VCR tape playback it would be recommended to stop or pause the image to assure the correct image is printed. See also Printer below.

VCR

The operations of the VCR may be controlled by the courtroom deputy or at the podium. There are only seven buttons that are usually needed: eject, stop, play, rewind, fast forward, pause, and still/slow. Most buttons are self explanatory with a few additional details.

Normal playback - Press the PLAY button once.

Double-speed playback - Press the PLAY button during normal playback. To return to normal playback, press PLAY again.

Slow Motion Playback - Press the STILL/SLOW button during playback. The playback picture can be viewed at a lower speed. Each time you press the STILL/SLOW button, the unit will run at one of the slow motion speeds shown below. To return to normal playback, press the PLAY button.

Normal speed > Still > 1/30 > 1/20 > 1/10 > 1/7 > 1/6 > Normal Speed

NOTE: If slow motion playback continues for over 5 minutes, the unit will go into the stop mode automatically. No sound is heard during slow motion playback.

Still Playback - Press the PAUSE button during normal playback or during slow motion playback. Press the PAUSE button once again to resume normal playback.

NOTE: If still playback continues for more than 5 minutes, the unit will go into the stop mode automatically. A distortion may occur during still mode, but this is not a malfunction. No sound is heard during still mode. Color program may be played back in black and white or playback image may be dark during still mode, but is not a malfunction.

Document Camera (Elmo) - Be sure to power the Elmo "ON". The switch is located on the left side of the base towards the front. There are several buttons located across the front of the base that the user may need to select or adjust as follows:

Lighting - Select "Upper" to view printed matter, opaque, solid or 3-D objects such that are typically visible with normal light. The "Base" light option should be selected for viewing transparencies or x-rays that need back lighting.

Input Selection - "INT" should be selected. Do not use AV1 or AV2.

Microphone - Not used in this application.

Iris - This feature may be set to automatic or manual. Note that whenever the power is turned off the selection returns to automatic. The iris setting basically adjusts the exposure to of the viewing stage. If the exposure is turned up the lights are brighter, if it is turn down, the lights are dimmer. The exposure may need to be adjusted manually when x-rays are used or display objects with high contrast.

Focus - Auto vs. Manual

Auto - Each time the auto focus button is selected the camera will automatically focus the display. While focusing the light will blink. When it stops the focus is set. If the object is moved or changed the camera will NOT re-focus. The auto focus button must be selected each time the object is changed if an adjustment should be made by the camera.

Manual - This button allows the user to manually adjust the focus Near or Far to gain the best picture.

Zoom - First, select the mode, either "A" or "B". Select A to view normal size documents or objects. Select B to view very small objects (stamp size). To further adjust the zoom, press "Tele" or "Wide". Each time you press Tele the image will get larger. Each time you press Wide the image will get smaller.

Negative/Positive - Negative images can be shown using the Negative/Positive conversion button. This button is located in the control panel below the camera head and is either on or off.

Annotation Pen - The annotation pen produces a video image on the monitors using the contact of the tip of the pen with the blank digitizing tablet. The annotation pen may be used either alone using the CHALKBOARD option or over a video image from either the Elmo, VCR tape or laptop using the VIDEO option. All options are selected by simply make contact of the pen tip with the selected option on the tablet.

Display Options:

Chalkboard - The chalkboard option will display a solid blue screen on the monitor. The annotation pen is then used to draw or write as if using a chalkboard.

or

Video - The video option will allow the user to draw or write on top of the video being displayed. The image can be any image presented by either the Elmo (document or picture); the laptop (document or graphic) or the VCR (video displayed).

The annotation pen image in no way becomes part of the image being shown through one of the video sources. The annotation pen image can only be saved by printing the image.

Pointer ON/OFF - With the POINTER OFF there is no image displayed of the pen until the tip contact the tablet. With the POINTER ON the selected pointer will be displayed on the screen when the tip of the pen is held close to the tablet but does not touch. This allows the user to view where the pen is on the screen without making a mark. This can also be used to highlight or point out a place on the image without cluttering the screen. If the button on the pen is pressed while the pointer is on, an image of the selected pointer will be "dropped" on the screen.

The user can select from several pointers as displayed consisting of arrows, cross hatch and dots in various thicknesses and/or directions. To select a different pointer style simply touch the desired pointer with the tip of the pen.

Clear - Touching CLEAR with the tip of the pen will erase the entire screen.

Undo - Touching UNDO will remove the last mark on the screen. Repeatedly touching UNDO will continue to erase the last mark on the screen until the entire screen is cleared.

Brightness - Touching the tip of the pen to various points on the brightness scale will simply change the brightness of the annotation screen.

Line Thickness - There are six types of lines that may be chosen by simply touching the pen tip to make the selection. The user can choose a plain line or a 3-D type line with a shadow. Each type of line can be varied between thin, medium and thick.

Line Color - The user can select from seven available colors; black, white, red, blue, green, yellow and pink. To select a different color simply touch the pen tip to the desired color square.

Printer

A video printer is available and located on the podium cart to make a 3.5" x 5" print of the video display. Anything that is displayed on the podium monitor is can be printed which includes images from the annotation pen, the Elmo, the VCR or laptop.

The courtroom deputy can print using the touch screen panel located at the courtroom deputy station. The attorney can also print direct at the printer. To print directly from the printer, simply press CAPTURE and the PRINT on the printer (located in the upper

right corner of the printer). Attached are additional instructions on the locations of various areas of the printer and clearing a paper jam.

Ink Ribbon Cartridge and Paper - The printer uses a special ink ribbon cartridge and special print paper. To access these areas, open the printer by pulling down and out on the face panel at the top, left side. See attached instructions on Loading an Ink Ribbon Cartridge and Loading Paper.

Print Alignment for a Laptop - If an attorney brings in a laptop and would also like to be able to print an image displayed from the laptop, the alignment of the image must be checked. This process will make sure that the image is printed as it is displayed. A test cable is located and connected to the media cart. The other end of the cable is connected to the SOUTH monitor in place of the VGA cable input. When using the video cable or test cable the Video 1 button must be pressed. When reconnecting the VGA cable the RBG 1 button must be pressed. These instructions are also on the back of the monitor.